



CAMP
ODAYIN
for children with heart disease

Camp Odayin 2017
Staff Manual

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Camp Odayin Mission and Value Statements

Camp Odayin provides safe, fun and supportive camp experiences and community building opportunities for young people with heart disease and their families.

Our goal is to provide positive life changing experiences for young people with heart disease. Camp Odayin is a place where the magic of camp fuses with the power of belonging.

We Value:

- A holistic approach to healing hearts
- Nurturing and developing independence, confidence and acceptance throughout our campers' lives
- Creating a sense of community among our heart family
- Having fun and celebrating life!



THE BASICS

The First Day

We'll start the day with some final staff training in the morning, get campers registered and then ride the bus to camp. Here we are at CAMP ODAYIN! Your campers are now in a new place with a new group of peers and adults that they may or may not know. A good number of our campers have never been to camp before. They might wonder what is going to happen next, have various reactions to the living arrangements, and worry about making new friends.

- WEAR YOUR STAFF T-SHIRT
- When we arrive at camp you will be greeted by the Camp Lutherdale staff and by the families that are dropping their campers off at camp.
- Camp Lutherdale staff will unload the bags from the bottoms of the buses into the Gazebo.
- The campers who were dropped off at camp will be waiting in the pavilion.
- Proceed from the bus to the pavilion and greet/introduce your campers. Nurses should meet those parents, introduce themselves and collect any medications.
- We'll do a welcome and eat lunch!
- Nurses bring bins of medication directly to the health center before taking personal items to the Watson Retreat Center.

AFTER HELPING YOUR CAMPERS MOVE INTO YOUR CABIN...WHAT DO YOU DO NOW?

1. **INTRODUCTIONS** (NO ONE EVER CHANGES CABINS – RETURNING CAMPERS *MIGHT* ASK)
2. **BED ASSIGNMENTS** (COUNSELOR BUNK ASSIGNMENTS WILL BE SHARED AT TRAINING) **AND UNPACK**
3. **CODE OF LIVING** (CREATE YOUR OWN CABIN RULES AND POST IN YOUR CABIN)
4. **MAKE A CABIN CHEER** (SOMETIME ON THE FIRST DAY)
5. **REVIEW EMERGENCY DRILL PROCEDURES**

The Importance of First Impressions

At camp we have an important expression: "FIRST IS LAST." What this means is that first impressions may be the ones that last the longest. We may or may not be able to undo the effects of a negative first impression. A lost opportunity to make the most positive first impression may not be recovered. You will be meeting your campers and their parents for the first time at the hotel or at camp when we arrive. In order to make a good first impression everyone must be on full alert about:

***WHAT WE LOOK LIKE**

***WHAT WE SAY**

***WHAT WE DO AS WE MEET OUR CAMPERS AND PARENTS**

When greeting our campers and their families for the first time, remember to bring your "GAME" face.

G = get on their level

A = announce their name

M = make it known how you feel

E = engage them in conversation

THINGS TO DO FOR STAFF

CAMPERS ARE YOUR FIRST CONCERN

Know your campers; not as labels but as individuals.

Play with your campers; don't just provide opportunities for play.

Get on the same level as your campers: eye-level, bend your knees.

Have open arms; sit with your campers; always have them participate with you. Your behavior lets campers know they are your first priority.

Stay with your campers at all times to provide supervision.

USE "PUKE PROOF PRAISE"

Find opportunities to praise specific actions and responses for every camper.

Recognize each individual camper's victories and let them be known.

If you tell them they did well ... good, but they will forget it.

If you tell them over and over... they will resent it and it will seem insincere.

If they overhear you telling others... they will remember it forever!

HELP CAMPERS MAKE GOOD DECISIONS

When presented with a request/question, try to put a question mark at the end of every sentence. Instead of saying NO! or YES! (judgment statements), help campers make appropriate decisions by asking 'thinking questions'. "I heard...tell me about that?" "How did you decide?" "What are the ups and downs of that idea?" "What are our options?"

"What else could we try?" "How do you think we should do it?"

USE HAZARD EYES

Enter all situations or areas with open eyes for possible hazards to campers, other staff and self. This includes not only physical objects and behavior, but also emotional and self-esteem issues. Appropriate action in dealing with hazards is important and prevention is key. Some situations need dramatic intervention, others educated decisions.

ENERGY & ENTHUSIASM

The energy and involvement modeled by staff adds to a camper's experience and the camp community. Your willingness, promotion and example to try new things and have fun will model this for campers. Pace of energy is important for the staff member in that it creates a healthy and obtainable high energy level.

Camp 101

- **Cabin Bins:** There will be one for cabins to share in each housing location. Within each bin, you will find resources for down time activities, stationary, markers, paper, cards, and games. See the directors for stamps or other necessary supplies.
- **Cabin Code of Living:** While unpacking and preparing bunks, you and your co will facilitate the discussion about rules and expectations within your cabin. These rules act as a guide and reference when problems arise to ensure a fun and safe environment within your cabin group. Examples include: use kind language, encourage each other, be respectful of others' (their things and rest/sleep time), be friendly to all campers, act as a role model, etc. As a cabin, create and post them in your bunk area for all to see.
- **Water Bottles:** Should be with campers at all times, including meals and waterfront. Refill often, and encourage campers, and yourself, to stay hydrated! Water bottles may be removed from Squirrel Box (although camper still needs to squirrel). Replacements are available, come see Leadership staff. Water fountain is in the dining hall and water jugs are throughout camp (at the ropes course, waterfront, pavilion, etc)

- **Name Tags:** Write real name on one side (nicknames on reverse is OK). Only removed during rest hour, water front and bed time.
- **Lutherdale Staff:** Camp Odayin partners with Camp Lutherdale for our Wisconsin residential camp. Camp Lutherdale Staff members run morning activities, waterfront and support evening program.
- **KP/Grace:** When your cabin is assigned KP, you will stay after the meal to help clean up trays, sweep and wipe tables.

Cabin Closing / Staff Meeting

Cabin closings are a very meaningful time of the day. It is an opportunity to put closure to the day's activities and discuss both accomplishments and challenges. As a staff member, it also allows you to see which campers may need more of your attention or a little extra love.

It is very important that you keep your cabin together in the cabin space during closing. This creates unity and cohesion among the cabin. Please run it by leadership staff before combining groups or moving your closing to another location.

Every evening before camper bedtime you and your co-staff should have a cabin closing prepared for your campers. Closings can be as varied as the individuals who prepare them (i.e. reading a short story or poem, sharing favorite parts of the day or playing quiet game). It may help to have a staff member explain the closing and start it off to provide a good example. Please remember that not all campers will feel comfortable enough with the group to participate freely. It is okay if the camper wants to "pass" and chooses not to speak. Please remember that campers and staff should not have any candy or food with them at camp. Do not give campers food at cabin closings, and if you see that campers have candy or food, please confiscate it or ask a director to come and take it.

Invite Luthedale staff, Nurse or a director to your closings. They may even want to lead one!

Additionally, there is a staff meeting every night. This meeting will happen approximately 30-45 minutes after "Happiness Runs," our closing song. We will announce the time each night. Please budget your time! Your cabin closing should be complete and children should be in bed with the lights out at the time of the staff meeting. This ensures that one counselor is not in charge of putting all the kids to bed by him or herself.

*Each cabin building will have a walkie talkie that is in the charger and turned off. These are to be used only in the event of an emergency. Turn the walkie talkie on - state your name, location and what you need. Keep the walkie talkie on until you receive a response from the lead nurse and /or doctor on call that evening.

Candle Ceremony

Each one of us is a light. This is the time to shine some light on each camper and highlight how he/she brought light and joy to camp that week. On Friday, you will light a candle for each camper in your cabin, and share how that camper "brought light" into your cabin.

You will receive a certificate for each camper, which you will fill out, sign, and present to campers at candle ceremony. Some ideas to get you started: peacemaker, energetic, cabin clown, joke teller, spirited, bug finder, fisher, crafty, bravery, adventurous, time keeper, artistic, early bird, cabin beautician, dance/rhythm award, trustworthy, tuber, s'mores maker, loud singer. Be creative with a theme, like candy bars, super heroes, careers, "Oscar-esk" awards...



MEDICAL INFORMATION

Health Care Orientation

About our campers with heart disease

The two types of heart disease in children are “congenital” and “acquired.” **Congenital** heart disease is present at birth and is shown as a defect in the structure of the heart. Defects range in severity from a hole between the two chambers of the heart to complete absence of one or more chambers or valves. **Acquired** heart disease typically develops during childhood and can include heart damage due to infection (such as Kawasaki disease and rheumatic fever) and heart rate problems (known as arrhythmias). Camp Odayin has campers with both types of heart disease and represents a large spectrum of childhood heart disease. Our campers look and act like most other kids...with some exceptions – some may have surgical scars, blue lips, and some may be smaller than other kids their age. Although our campers have special needs – remember kids are kids! Our kids come to camp to feel normal and to have fun!

Camper information

Cabin counselors will receive specific information about each camper assigned to their cabin. The nurse assigned to your cabin will review information with counselors, such as physical activity limitations, bed-wetting, and specific information regarding medication i.e. taking a blood thinner. Information about the campers’ health is **confidential** and is only to be shared with the particular staff that is entrusted with the care of that camper. Health documents and permission to treat forms are always kept in the Health Center.

Look at each camper/staff daily.

If there is a change in a camper’s/staff’s condition, have it checked out by one of the Nurses:

- Do they look more tired?
- Does their color look good?
- Do they have dry or chapped lips or skin?
- Have they changed their clothes?
- Have they taken a shower?
- Have they used the toilet?
- Have they brushed their teeth?
- Have they combed their hair?

Parents do not expect their kids to “take a vacation” from health. Camp is not a place to ignore good hygiene. Camp staff should model good health habits for themselves and their campers.

Other general points...

Make sure your campers (and you) are drinking fluids. It may be very warm at camp. It is important to encourage campers to drink frequently. There is a water fountain and jugs of water throughout camp. So make it a point to stop and drink.

Make sure your campers are eating. Our wonderful camp cook prepares fantastic camp food! Most of the kids enjoy mealtime. However, if you notice a camper not eating, let your nurse know.

Make sure your campers are wearing shoes at all times – closed-toe shoes are preferred. This is simply to avoid foot injuries. Camp has uneven ground, rocks, and sticks just waiting for you to step on them! The only time shoes are not required is while swimming – but water shoes are required.

Wear sunscreen every day!

Rest period - Camp days are filled with activity. For most people, and especially the campers, the camp day is much busier than their usual day at home. It is very important to get out of the sun and rest for a while. Please encourage your campers to lie down on their bunks and rest. If they do not want to sleep, make sure they remain in their bunk and are quiet so other campers can rest.

Bedwetting - Sometimes we have campers who wet their beds. This may be because of their medication or a change in environment, or they may wet the bed at home. Hopefully we will be able to let cabin counselors know who may wet the bed...but sometimes it may come as a surprise. If you know or discover a camper who wets their bed, some preventative strategies to consider are:

- Limit drinking after dinner
- Encourage the camper to use bathroom before going to sleep
- Let the camper know which bunk is the counselor's so they can get assistance at night

If a camper does wet the bed:

- When the camper is at breakfast with the rest of the cabin, let the nurse assigned to the cabin know. Each day nurses do "bed checks" to look for wet bedding (super fun job!)
- Try to keep it as quiet as possible so the camper is not embarrassed
- Remind them to shower and change their clothes
- The nurse will use universal precautions and bring the wet sleeping bag and clothes to the Health Center in a plastic bag

Universal precautions

Universal precautions were instituted by the Center for Disease Control in the 1980s to protect health care providers from contracting infectious diseases. The rule of universal precautions is that all care-givers use precautions when coming into contact with body fluids - blood, urine, vomit, etc. or materials contaminated with body fluids of any person to minimize the risk of transmission of blood-borne diseases.

General principles of universal precautions:

- *Wash your hands!
- *If you come into contact with blood or body fluids, wash the area of your body which comes into contact with them.
- *Report to the Health Center if you come into contact with material contaminated with blood or body fluids.
- *Materials contaminated with blood or body fluids will be disposed of in special containers.

While at camp, all staff are to use universal precautions. To help in this practice – gloves will be kept in the Health Center, in the red back packs worn by nurses, and in the kitchen area. If you, or a camper, come in contact with blood or bodily fluids – report to the Health Center for further instructions.

Medical Safety

- Anytime a camper needs to go to the Health Center (located in the Watson Retreat Center), he or she needs to be accompanied by a staff person.
- ALL medications, camper and staff, must be checked into the Health Center on the first day of camp.
- If you have a general medical concern (non-emergency), about a camper or yourself, contact the nurse assigned to your cabin first.
- All medical records are kept in the Health Center.

- Emergency equipment is checked daily by the Lead Nurse.
- All campers visiting the Health Center will be seen, assessed, and have their visit documented in the daily log.
- There is a golf cart on the lower level of the Watson Retreat center at all times for emergency use only. No staff should use a golf cart unless asked to do so by a director and then only for emergency purposes.
- Staff members shall report any camp related injury (to self, staff, or camper) immediately to a Nurse and the Lead Nurse. An incident report will be written and all involved persons will be asked to read and sign it, when appropriate.



POLICIES AND PROCEDURES

CAMP ODAYIN CAMPER EXPECTATIONS

Our hope is that Camp Odayin will be a place for campers to make friends and find support. In order for Camp Odayin to be safe, fun and enjoyable for everyone, there are some expectations we'd like you to share with your child before coming to camp. Please read and discuss the following expectations with your child.

1. Campers must treat every person (campers and staff) at camp with respect and consideration. We will not tolerate intimidation, verbal or physical abuse, or destruction of property.
2. Camp is an experience in group living. For camp to run successfully, everyone must cooperate and help with cabin chores and comply with the cabin code of conduct (established by cabin mates).
3. Alcoholic beverages, illegal drugs, smoking or tobacco products are not allowed at Camp Odayin. Camp Odayin has the right to search my child's belongings (with the child present) if suspicion of possession of any of the above prohibited substances.
4. Guns, knives, slingshots, fireworks or any other kinds of weapons are not allowed at Camp Odayin.
5. Physical, sexual or suggestive behavior is not appropriate or acceptable at Camp Odayin.
6. Cussing, swearing and foul language is not acceptable at Camp Odayin.
7. Campers will not bring cell phones to Camp Odayin.

If at any time during camp, these expectations are broken or we feel a camper's behavior takes away from a positive camping experience, the parents/guardian will be notified. We consider this document to be a contract and in the event that a camper breaks this contract, Odayin reserves the right to ask a camper to leave camp. Transportation will become the parent/guardian responsibility.

We have read, discussed and understand the above camper expectations:

Print Camper Name: _____

Camper Signature: _____

Parent / Guardian Signature: _____

Date: _____

This form must be signed and returned to the Camp Office in order for your child to attend Camp Odayin.

Standards of Conduct for Camp Odayin Staff

1. Staff members will not be in the possession of or use any alcoholic beverage or illegal substances during the camp session, or during any training prior to the camp session. All prescription and over-the-counter medications must be kept in the Health Center.
2. Some staff expectations:
 - a. ALWAYS know where all of your campers are at all times.
 - b. Relationships with other staff members should be friendly and supportive. Staff members may never become intimate, suggestive or sexual with each other while at camp. Staff relationships may not interfere with any camp responsibilities.
 - c. Staff members are expected to maintain an appropriate and acceptable standard of dress and behavior.
3. Some staff “no-nos”
 - a. Smoking, drinking, chewing chaw
 - b. Firearms, slingshots, fireworks, anything that could hurt someone
 - c. Misuse any camp property, including equipment, vehicles, or materials.
 - d. Fighting between staff members and campers or other staff
 - e. Stealing stuff, using yucky words, lying
 - f. Don’t bring your pet
4. Staff members shall comply with all camp safety rules and common safety practices, including, but not limited to the following:
 - a. No one is allowed in the waterfront area outside of scheduled activity time and unless supervised by a lifeguard.
 - b. Closed toe shoes must be worn at the ropes course and zipline.
 - c. No candles are allowed in the cabins.
 - d. All schedules and curfews must be adhered to.
 - e. Campers are **NEVER** to be left in cabins alone; one counselor should be with their cabin group at all times.
 - f. Campers are not allowed to ride in any vehicle that does not have proper seat belts or in staff’s personal vehicles unless asked by a director.
 - g. Please, no pillow fights, cabin raids, or horseplay in the cabins.
 - h. Food and drink remains in the dining hall.
 - i. Shoes must be worn at all times, except on the beach.
 - j. Wet clothes should be hung outside on the clothes line or in the bathrooms, never on the heaters, furniture or bunks.
 - k. “Off limits” area at camp is the maintenance shop.
 - l. Camp Lutherdale has natural and physical hazards as any camp does. There are steep banks down to the lake and on the beach path. Please use caution in these areas.

5. Never be alone with a camper! Never leave a camper alone!

6. Staff members shall not enter the cabin areas or cabins of the opposite gender, with the exception of Medical or Directing Staff.
7. Staff members are expected to be at all scheduled activities on time, alert and prepared.
8. Camp Odayin is not responsible for any personal items or sports equipment that gets lost or damaged while you are at camp.

9. There are no laundry facilities available for staff to use.
10. Camp is a place where staff members are responsible to protect campers from possible outside intervention. Please notify the director of any security concerns on the camp property.
 - Staff is always on alert for strangers on the site. If someone you do not know is around, it is your responsibility to go to that person and find out who they are and what they want. All visitors should be directed/escorted to the office, or walkie talkie a leadership staff to come and escort them.

Social Media Policy

We understand that staff members may have a personal Facebook or other social media accounts. Please know that your behavior within social media reflects upon you as a representative of Camp Odayin. Remember that on public sites, campers and their parents may be viewing your profile.

- You may not become “friends” with campers on your Facebook or other social media apps until they are 18
- If you are already “friends” with campers – please send them a message and let them know it is Odayin policy that this is not ok and communication between the two of you needs to be via email instead of via social media.
- Emailing campers is ok if they ask for your email address and contact you first
- If you mention your experience at Camp Odayin on The Book of Face or via social media:
 - a. At no time should names of campers be posted
 - b. Be respectful (and positive) about your experience at Camp Odayin
 - c. No confidential information (regarding campers) may be shared

If your amazing experience at Camp Odayin inspires you to start a Facebook page, please refrain from doing so. Camp Odayin has an official Facebook page – please become a fan and follow us on Twitter.

Cell Phone Policy

Staff members are prohibited from using cell phones or iPods in the presence of campers, and under no circumstances should a camper ever be allowed to use a staff member’s phone. Cell phones and iPods are to remain turned off unless a staff member is on free time at rest hour or after the staff meeting and is outside of the cabin. **You are not allowed to share your cell phone number with any campers.** This includes text messaging!!!! If you find your campers have cell phones or iPods, please take it away or let the Camp Directors know and they will be the bad guys. FYI - your camper and their parent(s) signed off at registration that they were not bringing a phone or iPod (or anything that can connect to the internet) to camp, or turned it in. Confiscated phones /iPods should be turned into the Camp Directors.

Touch

At camp, hugging, touching, holding hands and other physical contact is quite common, normal, and good. The following guidelines are designed to help you know when and what kinds of touch are appropriate at camp.

- a) Make sure that you spread your hugging around! One way to keep touch from being misinterpreted by a single camper is to show the same genuine affection to many campers.
- b) Appropriate touch is done in group settings. Touching one another by hugging, holding hands, or putting an arm around a camper is a very reassuring feeling for campers. It’s normal, healthy and good ! It shows you care. However, always express these gestures of care in a group setting. Avoid one-on-one contact situations.

- c) Avoid touch in situations that could be misinterpreted as sexual advances; this includes “tuck ins” and back rubs, etc. For example, touching under the water in the lake is inappropriate because it is hidden.
- d) At no time should a staff member and a camper have conversation alone in a cabin or out in the woods. A perfect place to do one-on-one counseling is the front deck of the lodge. This keeps the situation from appearing inappropriate. Have the most private conversation in the most public place.
- e) As stated in other policy areas, camper/staff relationships of a romantic nature are not acceptable.
- f) If you notice a touching situation that is inappropriate, it is the staff’s responsibility to inform a Camp Director immediately.
- g) If you are getting your own personal needs met through relationships with campers and hugging of campers – it is wrong; you need to re-evaluate your actions.
- h) As a staff member, it is inappropriate to disclose to campers any aspect of your own intimacy history or current relationships.

It is important that staff understands, with sensitivity and wisdom, that touch is a loaded act given the current climate.

Policy against Harassment

Camp Odayin is committed to providing a camp environment that is free of discrimination. In keeping with this commitment, Camp Odayin maintains a strict policy prohibiting harassment. This policy applies to all volunteers, including supervisors and staff volunteers. This policy prohibits harassment in any form.

Sexual harassment includes, but is not limited to, unwanted behavior of a sexual nature that is personally offensive to its recipient(s).

Any volunteer who believes he or she has been harassed by a co-worker, supervisor, or agent of Camp Odayin should promptly report the incident of harassment to a Camp Director. The Director will investigate all such claims and take appropriate action.

At a minimum, when a volunteer complains about harassment, Camp Odayin will do the following in accordance with the procedure outlined in this policy.

1. Fully inform the volunteer of their rights to make a complaint about the harassment.
2. Immediately conduct a thorough, objective, and complete investigation of the alleged harassment. Camp Odayin shall make a determination about whether harassment occurred, and communicate this alleged finding to the harasser and any other concerned party.
3. Take prompt and effective remedial action if harassment has occurred. The action must correspond with the severity of the offense and be made known to the victim.

Please Note: All complaints will be documented in an Incident Report (located in the health center) that all involved parties will be asked to read and sign.

Child Abuse

The children placed in our care come from unknown backgrounds, they have had experiences you may not know about and some will bring problems that you do not have the experience or training to address properly. In spite of these disadvantages, you are in a position to be a source of strength and help to children placed in your care.

If a child/camper tells you about an abusive experience they’ve had – or that they have been treated inappropriately (physically, mentally, sexually), please take the following precautions:

If a case of sexual or physical abuse is reported or suspected, staff is expected to report this situation to a Camp Director immediately; Minnesota law requires it. Follow the guidelines below:

What To Do:

- DO remain calm. Try not to panic or overreact to the information disclosed by the child.
- DO get just the facts. Try not to criticize the child or claim that the child misunderstood what happened.
- DO respect the child's privacy. Immediately take the child to a place where other campers cannot overhear you but still in sight of others. It is important that you discuss the child's situation only with a Camp Director and with the child protective services agency.
- DO encourage the camper to tell a Camp Director. Find them right away. Offer to be there with them. Make sure that the child feels that he or she is not to blame for what has happened. Tell the child that no one should ask him or her to keep a special secret and that it is okay to talk with appropriate adults about what happened.

Camp Staff Daily Expectations

1. Expect to spend most of your time with your cabin. Co-counselors will rotate who is in the cabin during rest hour and who goes to staff meetings each night. This will give each counselor some time to spend on their own (go for a run, call home, etc.) and two nights that you can be out of the cabin after staff meeting (hang out with other staff, star gaze, etc.). We ask that all staff are in their cabins by midnight.
2. Staff are expected to have fun at camp. While our program is inherently "fun" it is up to you to approach the week with a positive attitude. Be ready to make friends and be silly. This week is entirely what you make it!
3. Staff should model good behavior by participating in all activities and programs. Staff who sit out will always find themselves surrounded by campers. Staff should model good behavior by participating in all activities and programs. **It is expected all staff will participate in all activities – this includes waterfront time. Waterfront is not the time for staff to sit on the dock and socialize with other staff. Staff should expect to be in the water, with their campers, or engaging their campers in alternate activities, such as fishing, beading, boat rides or board games.** Evenings after the staff meeting or during your hour off during rest hour are great times to hang out with each other.
4. Nurses are expected to eat with their cabin groups and attend cabin closing. When a cabin sits down to eat, make sure there is space for everyone.
5. Nurses are with their cabin at all times with the exception of shower hour, sleeping at night, and if they are assigned to clean cabin / wet bed duty during the first morning rotation.
6. Cabins should stay clean! This will ensure a healthy living space and cut down on misplaced items. There is a permanent marker (could be a Sharpie or a Farpie) in every cabin bins to label all campers' items. Nurses will announce the cleanest cabin each day at lunch.
7. Expect that directors are available to help you make this a great week. We are here to support and if you need anything please ask!

Volunteer Performance Policy

There are some instances where volunteering as a counselor or nurse at Camp Odayin is just not a right fit for our program. In an effort to ensure we continue to have the best possible folks taking care of our amazing campers, we are creating guidelines for folks wanting to return to our summer staff. These are intended as guidelines; the behaviors are not limited those listed below.

Positive staff behaviors:

- Talking with campers and learning all of their names on the first day
- Playing with campers
- Putting the needs of your campers before yours
- Modeling positive interactions
- Balancing responsibilities with your team (counselors and nurses)

Negative staff behaviors:

- Talking to staff more than your campers
- Picking favorite campers
- Being more concerned with your experience at camp than the experience you are providing for your campers
- Having your needs trump your camper needs
- Inappropriate conversations / discipline
- Inability to set limits and be an adult role model
- Secluding yourself from your cabin

If we receive negative feedback from your peers or leadership staff, you will be contacted the following year if you re-apply for a volunteer position with Odayin. Constructive feedback will be given and your re-application will depend on severity and repetition of behaviors. If appropriate, re-application will be granted to allow for growth and skill development. If no improvements are made and negative feedback is received for the 2nd year in a row, your application will not be considered in the future. Camp Odayin has the right to dismiss an application at any time.

Transgender Camper Support Plan

Camp Odayin serves all people regardless of race, color, creed, religion, national origin, gender identity and expression, sexual orientation, or socioeconomic status. Camp Odayin is a safe and accepting place that supports the development of personal identities, free of fear and stigma when promoting self-expression.

Pre-camp meeting – A meeting, preferably face to face if possible, will be held with the camper and his/her guardians to learn how to best support the camper while at Camp Odayin. Discussion topics will include pronoun choice, cabin placement, privacy, support person at camp, confidentiality....

At staff Training we will provide resources to support transgender campers and have a discussion with counselors and nurse assigned to the transgender camper cabin. Leadership will maintain confidentiality and decide what information is shared and with whom.

Email a letter to parents of campers in the same cabin as the transgender camper if appropriate and approved by parents of the transgender child. Include a statement in the letter from the parents of the transgender child, or from the transgender child themselves

At camp -focus on inclusive programs, avoiding programming that forces campers to align themselves with one side – i.e. boys vs. girls. Provide a safe place for respectful discussions and camper questions.

American Camp Association - <http://www.acacamps.org/topics/transgender>

Human Rights Campaign: <http://www.hrc.org/explore/topic/transgender-children-youth>

Family Acceptance Project: <http://familyproject.sfsu.edu/>

Gender Spectrum: <https://www.genderspectrum.org/>

Emergency Procedures

Definition of an Emergency - An emergency is a circumstance where a staff member, camper, or guest is faced with a danger that can threaten or cause injury or death, or which can damage or destroy property.

EMERGENCY WARNING SIGNALS

Missing Swimmer Emergency.....Air horn (long blast)

Missing Camper Emergency.....Air horn (short blast)

FIRE EMERGENCY

An uncontrolled fire can be extremely dangerous due to smoke and heat, which can quickly kill or injure a person. When the first indication of fire is noticed, follow this procedure. When making a call to the Fire Department to report a fire, follow these steps:

1. **STAY CALM.** If possible, quickly discern the nature and extent of the fire. Evacuate all persons immediately. If the fire is small (i.e. wastebasket, rags), then use a fire extinguisher. If the fire is large or unknown, use walkie talkies to sound alarm immediately. Any staff member aware of a large fire may sound the alarm.
2. Move campers to upper field and make sure all accounted for. If upper field or the retreat center is the place of the fire, move campers to lower field.
3. **Dial 911** and wait for the dispatcher to answer.
4. Identify yourself as a staff member of Lutherdale Bible Camp, **N7891 US Hwy 12 Elkhorn, WI** and **indicate what specifically is burning and where on camp.**
5. Wait until the dispatcher answering the phone indicates that he/she has all the information needed. *Let the dispatcher hang up first.*
6. Cabin leaders must quickly account for each of their campers. If one or more campers is missing, two support staff members will be directed to search for the missing camper(s) in areas that the campers is likely to be (campers cabin, bathroom, place where they were last seen.) Support staff searching for missing camper(s) should stay together during the search. Cabin leaders will stay with their campers. **NEVER GO INTO A BURNING BUILDING.** Move all campers to a safe area out of the way of fire vehicles and remain with the campers until informed by the person in charge to move elsewhere.
7. As soon as possible, notify the Executive Director and/or Program Director of the nature and location of the fire. If needed, render first aid and send for the Health Care Manager. Unless otherwise occupied in the fire emergency, the support staff should assist the cabin leaders in keeping the campers safe and calm. The maintenance staff, if appropriate, will gather fire extinguishers, hoses, shovels, and other firefighting equipment at the direction of the Executive Director or Program Director and take them to the fire area.

MEDICAL EMERGENCY:

- Someone with a walkie talkie (all nurses, doctors and leadership team) will be near your group at all times. Send a message stating there is a medical emergency and state your location
- Camp cardiologists will respond in person to the call and contact 911, if necessary
- Upon medical assessment of the camper / staff member, transportation to the Health Center will be provided for all cardiac related issues
- If a camper needs to be transported out of camp, a Camp Odayin staff member will remain with him/her.
- Counselors remove the rest of the cabin group from the scene

MISSING PERSON IN THE WATER (Lutherdale procedures)

At the first suspicion of a missing person in the water, the Waterfront Coordinator or Lifeguard on duty will:

1. Conduct a quick check of all swimmers by calling a "buddy check." The buddy check is repeated, and if the missing person is not located on the waterfront, the buddy check is finished to account for all of the remaining campers on the waterfront.

IF THE MISSING PERSON IS NOT QUICKLY LOCATED, THEN:

2. Remove all swimmers from the water and send them immediately to the Dining Hall. The Waterfront Coordinator or Lifeguard will sound the air horn to alert all the staff.
3. Upon hearing the air-horn, the canteen manager will step outside and sound the air horn and then go to the staff lounge to alert staff of the emergency. An office person will also step outside and sound an air horn.
4. Waterfront staff will then radio the office to have them step outside and sound the office air horn. A senior management member of the office staff (Executive Director or Program Director) will report to the waterfront with a cell phone. If the aforementioned staff is not available, an office staff member will be designated to report to the waterfront. **The Waterfront Coordinator will direct the office staff member that has reported to the waterfront to dial 911 in the event that an unconscious camper is recovered from the lake.**
5. Waterfront staff will direct a runner to run to the dining hall and give the buddy tag to the Program Director. The runner will then continue on to their assigned task for a missing person in the water.
6. Once the air horn has been sounded, the Waterfront Coordinator and Lifeguards will immediately begin a water search along the swim area, adjacent areas along the shoreline and the boathouse. A count of canoes, sailboats, and the pontoons should be made.
7. Upon hearing the air horn, all staff on site assigned by the Waterfront Coordinator to be a part of the water search, will immediately take their campers to the dining hall and quickly report to the beach to assist in the water search. All staff assigned as runners will search their designated area and report the result of their search to the Program Staff member in the dining hall and then report to the waterfront to help with the shallow water search.
8. All staff should direct campers to the dining hall where they are to sit at their assigned table.
9. Once alerted to the missing person in the water, the Program Director will go to the office to pick up the sign-in/out sheet. He/she will then proceed to the dining hall. Once he/she have received the buddy tag of the missing camper, they will locate that cabin leader's table and do a head count of campers present. The Program Director should gather information from the missing camper's cabin mates i.e. area last seen, description, camper personality, and possible whereabouts of the missing camper.
10. The Health Care Manager will bring first aid equipment to the waterfront to accommodate any first aid needs. The Health Care Manager will remain at the waterfront throughout the search.
11. Should the camper be found on the grounds, that camper shall immediately be taken to the Program Director in the dining hall. The Program Director will direct a person to notify the Waterfront Coordinator that the camper has been found. The Program Director will direct a person to signal the end of the search by ringing the bell multiple times.
12. All campers are to remain in the dining hall after the search until their cabin leader arrives to get them. All cabin leaders are to report to the dining hall to gather their campers before going back to their cabins. The Coordinators will announce any schedule adjustments needed.
13. Searching will continue until the camper is found and the all clear bell is sounded. If the camper is not found after 20 minutes, a "missing person on camp" search is continued and a designated person will notify the proper authorities.

MISSING PERSON ON CAMP

At the first suspicion of a missing person on camp, staff members will do the following:

1. The cabin leaders will take a head count of their campers and ask questions of the whereabouts of the missing camper.
2. If camper(s) is not located, the cabin leader shall contact a Director, and the Director will contact Lutherdale leadership to help thoroughly search common areas, such as the cabin, dining hall, chapel, canteen, etc.
3. If a camper is still missing, a “missing person on camp” will be called using the air horn (short blast). Only Odayin or Lutherdale leadership may initiate a “missing person on camp” or “missing person in the water” alarm.
4. All campers will be taken to the dining hall.
5. Cabin counselors will take their campers to the dining hall, and immediately begin searching their assigned area.
6. If all runners return to the dining hall from their assigned area and the missing person has not been found, the procedures for “missing person in the water” is activated. Radio the waterfront to begin missing person in water.
7. Follow “missing person in water” procedures.
8. If through interviews and a thorough search, it is determined that the camper is no longer on the camp grounds, the Odayin and / or Lutherdale Director will notify the proper authorities immediately.

SEVERE WEATHER

In the event of a sudden storm, take cover immediately. Cabin leaders should stay with their campers. Non-cabin leading staff should assist in warning/finding other staff, campers, and guests to insure that they are safe and in shelters.

If it is not possible to take cover in proper storm shelter areas, then lay flat on the ground in a depressed area, behind a hill or along an embankment with the hill or embankment between you and the on-coming storm. STAY CALM! If a person is unaccounted for, notify or send word to the Program Staff who will then initiate a search if appropriate and safe.

In the event of a “Storm Watch”:

1. Cabin leaders should inform their campers of the watch, and reassure them that they will be taken to proper storm shelters if conditions worsen. Cabin leaders should keep their groups within the main building areas, and instruct campers to go to their assigned shelter if a “Storm Warning” is indicated.
2. Kitchen staff should close windows and doors in the kitchen and dining room. The Waterfront Coordinator will secure all beach equipment. Other support staff are responsible for alerting Grandparents and Pastors to the conditions and pointing out the storm shelters.
3. The Health Care Manager will gather emergency First Aid equipment and place in storm shelters. Then, if needed, listen to the weather radio, and watch for changing conditions.
4. Coordinators will spread the word concerning the storm watch and adjust activities as needed. In the absence of the Executive Director or Program Director, the On-Site Coordinators should sound the storm warning alert (continuous ringing of bell).

A "STORM WATCH" means only that conditions are right for severe weather. A "STORM WARNING" means that a storm has been sighted and is moving toward us.

In the event of a storm WARNING (tornado, severe thunderstorm), walkie talkies will be used to spread the word. All campers and staff are to move immediately to the following areas:

Retreat Center.....	Retreat Center lower hallway/shower rooms
Milwaukee and Rockriver and DeBack.....	DeBack lower hallway/shower rooms
Wartburg and Lakeside cabins.....	Lower Lodge restrooms/showers
Twin cabin, kitchen, waterfront.....	Lower Lodge restrooms/showers
Madison and Mt Horeb, Yurts	Lower Commons
Commons	Lower Commons
Pole shed	East staff house

Radios or phones will be used in each area. If it is not possible to reach these assigned shelters, take cover in the nearest shelter.

LIGHTNING

Lightning is very dangerous and should be highly respected. Whenever thunder is heard or lightning is sighted, all camp residents are to take shelter in camp buildings. Windows and doors are to be closed, as lightning will easily travel through such openings. It is not sufficient to stand alongside the exterior of a building as a person can still be severely injured by a close lightning strike. NEVER STAND UNDER A TREE!

All staff members are to instruct campers to move indoors whenever thunder is heard. Cabin leaders are to be with their campers to deal with typical fears some young people have during a thunderstorm.

Whenever lightning is observed or thunder heard, the Waterfront Coordinator and/or lifeguards will immediately remove all swimmers from the water and call in or go after all camp watercraft that may be on the lake. A lapsed time of 30 minutes without lightning or thunder is necessary before allowing campers to return to the water.

If any staff member observes another staff member operating a power mower or other loud pieces of equipment when thunder is heard or lightning sighted, then that staff member is to immediately notify the staff member operating the equipment and alert them to the lightning.

REMEMBER LIGHTNING CAN AND DOES KILL OR INJURE. ALL CAMP RESIDENTS ARE TO TAKE IMMEDIATE COVER WHEN LIGHTNING IS OBSERVED OR THUNDER IS HEARD.

LOCKDOWN

In the event of the camp needing to go into a lock down situation (if there is someone on site that wishes to do harm to campers, staff, guest or the possibility of such) the staff will be notified via the radio and cell phone system to go into a "lockdown". Cabin leaders should stay with their campers. Non-cabin leading staff should assist in warning/finding other staff, campers and guests to insure that they are safe and in shelters.

All those living in the south cabins (Lakeside, Wartburg, Twin, Madison and Mt. Horeb) should quickly and safely move to the main office. All those living in the north cabins (Milwaukee, Rock River and the Retreat Center) should quickly and safely move to the Retreat Center. Once into individual rooms, lock the doors, close blinds, and if possible use furniture to block windows. Staff will instruct all campers to sit or lie on the

floor, stay away from windows and try to remain calm. Head counts will be taken by cabin leaders and Leadership staff. If a person is unaccounted for, notify or send word to the Program Director who will then initiate a search if appropriate and safe.

If possible and safe, Leader or Year round staff will call 911. Radios or phones will be used in each area. All persons are to remain in the shelter until released by the Program Director or the staff member present who is in charge.

In the event of any emergencies, we will ask you to refrain from communicating with the outside world until approved to do so...

Emergency Response and Communications

In the event of an emergency such as death, serious accident, child abuse, missing camper, or any other serious situation, the following steps will be taken. If you are out of camp with campers and have an emergency arise, call the Odayin cell phone immediately: 651.491.8673, which will connect you with a director.

1. All phones at camp will be made inaccessible.
2. Staff will not communicate with anyone outside of camp, including the press. They may not be in touch with outside contacts, including family until a Director has given them permission to contact others.
3. All trips out of camp will be postponed. Trips already out of camp will be allowed to continue; however, the driver will be instructed to make no mention of the incident until a general announcement to the camp is made.
4. The people involved in the situation will be thoroughly questioned by the directors as soon as the incident occurs. A tape recorder will be used, with the permission of all parties present. A written transcript will be drawn up from the conversation and all parties will be asked to sign it, verifying events, time, place, etc.
5. The people involved will be asked to make no comments to the media, other staff members, or the public. They will be informed that anything that they say may be held against them at some later date by a court of law.
 - Any statement to the media will be made by the Executive Director.
 - No statement will be made until the parents of campers involved in the incident are contacted.
6. Our legal counsel and our insurance agent will be notified of the incident.
Legal Counsel: Matt Graham – 612.865.590.6329
Insurance Agent: Denise Conklin at Markel Insurance: (877) 655-3472
7. The American Camp Association will be contacted and their advice and counsel will be solicited. The hotline pager number is 800.573.9019.
8. The parents of campers (and emergency contacts of staff members) involved will be notified by the Camp Director, or appointed personnel, and apprised of the situation. This may be via email or phone call.
9. A meeting of the entire camp will be organized and the entire camp community will be apprised of the facts. As soon as possible, campers will be given opportunities to ask questions and clarify their understanding of the incident.
10. No media or journalists will be allowed into camp.
11. The camp program will continue to the extent possible and staff will be asked to try their best to remain as appropriate adult role models and be interested in the camp programs.

Objectives and Safety Precautions for Activities

While at camp you will participate in activities with your campers. These activities are led by staff from Camp Lutherdale. Here is basic information about safety and objectives for each project. This should provide you with a better understanding of potential risks and safety measures. See the Camp Lutherdale staff for further and more specific information.

Safety precautions for ALL activities include sunscreen, full water bottles and a nurse present with a walkie talkie.

ARTS AND CRAFTS/THEATER/MUSIC/CARDS

Objectives:

- Explore imagination and creativity.
- Allow each child to express their own artistic sense. Encourage campers to express themselves in new ways.

Safety Precautions:

- Make sure participants are familiar with tools/supplies used in a project.
- Be cautious of hot weather and take frequent water breaks.

Emergency Procedures:

- A nurse will be at each arts and crafts/cards/theater activity period with a walkie-talkie

SWIMMING

Objectives:

- For campers to feel comfortable in the lake.
- Improve swimming skills and stamina.

Safety Precautions:

- All water activities are high risk.
- Be cautious of hot weather and take frequent water breaks.
- Make sure everyone is using a sunscreen of SPF 30 or better.
- At least one lifeguard (LGT or equivalent) must be stationed and on duty for the campers to go in the water.
- The ratio of lifeguards to campers is 1:8.
- Lifeguards should be stationed at key areas according to Camp Lutherdale's waterfront procedures.
- Two breaks for snack and counselors to make sure all campers accounted for.

Emergency Procedures: Lifeguard, Doctor and Nurses are on the waterfront.

- Remove all campers from the lake at the first signal of lightning or thunder.

CANOEING / KAYAKING / BOATING

Objectives:

- Learn parts and functions of canoe (bow, stern, ribs, airpockets, thwarts, keel, gunnel, etc.). Learn parts of paddle (grip, shaft, blade, throat, tip).
- Learn how to properly select and wear a PFD (life jacket).
- Understand and safely execute the launching of canoe at beach.
- Execute strokes and learn how to steer the canoe, particularly forward stroke, backward stroke, forward sweep, backwards sweep, pull-to, push-away, and J-stroke.
- Learn self-rescue techniques in case of capsize or swamping

Safety Precautions:

- All water activities are high risk. Campers should always wear PFDs when in water.
- One staff member should be stationed at the beach when campers are out on the lake. One staff member should be in the canoe or in a neighboring canoe on the lake.
- Be cautious of hot weather and take frequent water breaks; use sunscreen SPF 30 or better.
- At least one lifeguard (LGT or equivalent) must be at canoeing for the campers to go out on the lake.

Emergency Procedures: Lifeguard, Doctor and Nurses are on the waterfront.

FISHING

Objectives:

- Instruct campers on baiting hooks, catching fish and removing fish safely from the hooks.
- Learn and practice “catch and release” skills.

Safety Precautions:

- Watch campers closely to avoid campers falling off a dock. All campers fishing in boats must wear a PFD.
- No casting on the dock! Every effort should be made to avoid anyone becoming injured by a hook. Hooks can easily get lodged in clothing, skin and eyes.
- Beware of sailboats. Campers should move to the other side of the dock to avoid incoming or outgoing sailboats.

Emergency Procedures: Lifeguard, Doctor and Nurses are on the waterfront.

LOW ROPES

Objectives:

- we hope the campers have fun as a team and learn to value teamwork and trust
- campers should not do more than they feel comfortable with.

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedure: Nurse with the cabin, doctor nearby

HIGH ROPES

Objectives:

- we hope the campers have fun as a team and learn to value teamwork and trust
- campers should not do more than they feel comfortable with.

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedure: Nurse with the cabin, Doctor nearby

CLIMBING TOWER

Objectives:

- we hope the campers have fun as a team and learn to value teamwork and trust
- campers should not do more than they feel comfortable with.

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedure: Nurse with the cabin, Doctor nearby

LARGE GROUP GAMES

Objectives:

- Learn teamwork
- Moderate exercise

Safety Precautions:

- Ensure location of game is on stable and flat surface to prevent injury
- Ensure all participant questions are answered before starting the game

Emergency Procedures: Nurse with the cabin, Doctor nearby

FARM/GARDEN

Objectives:

- Learn basic information about farm animals
- Help care for farm animals
- Learn basic information about gardening
- Help gather food for meals at camp

Safety Precautions:

- Campers needing a golf cart ride will be taken out to the farm
- Check camper animal allergies

Emergency Procedures: Nurse with the cabin, Doctor nearby



RESOURCES FOR WORKING WITH YOUTH

Camper Communication

Practical Considerations: **Remember, you are working with INDIVIDUALS – even though part of a group! Count them as such.**

- A. Learn their names and fix their faces. Be able to call each by his/her first name within the first day. If you do not, you will be at a disadvantage, as kids sense their importance in being recognized on a first name basis.
- B. Treat each one as an individual. Do not try to force your will on a camper. All people are different (emotionally and socially) from others. They will not respond the same, even in similar situations.
- C. Have a sympathetic understanding of the varied home backgrounds from which your campers have come. Some may be involved in deep predicaments, though not apparent on the surface.
- D. Have a genuine love and personal concern for each camper under your care and make it a point to spend some time with each one.
- E. Be alert and sensitive throughout the week to the needs of individuals-those who are lonely, those who have trouble making friends, etc.

BE AVAILABLE - Do not appear so busy and rushed or important that your campers feel they should not bother you. Be willing to spend much time with them, taking the time to listen if a counseling situation arises.

BE A GOOD LISTENER - Become thoroughly familiar with the problem before you dole out advice. Many times simply “talking it out” will aid a camper to find the solution him/herself without your actually having told him/her. Be interested, but not to the point of uncalled-for probing. Encouraging your campers to talk about their heart disease and other emotional issues might open flood gates of tears from hormonal girls. Indeed Camp Odayin is a safe and supportive place, but please let the campers initiate and guide the conversations.

DO NOT SEEM SHOCKED upon learning something from an individual. Give encouragement with one of the best devices of putting a camper at ease – the fact that “you are not the first one” to face such a problem or temptation.

DO NOT PRETEND TO HAVE THE ANSWER when you do not. Frankly admit your limitations and offer help in finding the answer. Perhaps arrange for an appointment with a director or another counselor.

BE A POSITIVE ROLE MODEL in all your words and actions towards yourself and others.

Age Characteristics of Children and Behavioral Outcomes

Each child is an individual, but after many years of observing our campers, we have recognized some common traits among age groups. Maturity levels between campers of the same age can vary, so don't rely wholly on these characteristics. This list is intended to give you a general idea of what to expect from the different age groups of campers.

Campers 8 – 11 years old

- Strong attachments to home and family that can result in frequent homesickness
- Short attention spans
- Self-motivated
- Enjoy “make-believe” or pretend games
- Respond well to interested adults, whom they see as “nice”
- Repetition-oriented; easily upset by disruptions in routines
- Dependent on adults to meet their physical and emotional needs
- Demand patience, understanding and close supervision
- Behaviors often mirrors blood-sugar level, with low sugar often producing inappropriate behavior

Campers 12 – 14 years old

- Strong desires for a “live-away” experience
- Preference for groups and teams
- Patience to work toward short-term goals
- Form cliques – more likely to exclude, scapegoat or tease
- Seek status through excellence in skills and adult-like knowledge
- Stronger competitive spirits than younger campers
- Growing concerns centering on physical size, weight and appearance
- Need more guidance than they can often admit
- Like to do, make, and collect things
- Enjoy being mischievous and daring

Campers 15 – 17 years old

- Strong desires for group conformity
- Self-conscious and inhibited, especially when deviating from group norms
- Intense feelings and emotions with frequent mood swings
- Influenced by popular adults and teen idols
- Rapid changes in interest and ambitions

- Longer attention spans and growing capacity for self-discipline
- Preference for competition with outside groups
- Pubescent and interested in romantic lives of others, especially counselors
- Tend to cover own weaknesses by finding fault in others

CHILDREN IN GENERAL

- Become tired and hungry more quickly than adults.
- Become cranky and irritable when they are tired or hungry.
- Play until exhausted or bored.
- Have different energy patterns than adults, i.e. campers are wired during Rest Hour and adults want to take it easy.
- See their “best interests” from a short-term perspective.
- Argue relentlessly for the very things that might harm or frighten them.
- Miscalculate time and often fail to judge time constraints well.
- Interpret the use of the word “maybe” by adults to mean “yes.”
- Assume that adults just “know” what is bothering them without being told.
- Practice “forum shopping”—keep on asking different counselors if they can do/have something until someone says “yes.”

ALL AGES – BEHAVIORAL OUTCOMES

- Increase acceptance of themselves and others
- Develop and improve friendship skills
- Become more responsibly engaged through being a team player as a part of cabin group
- Gain a greater sense of independence through being away from home and unplugged

Cabin Spirit - What It Is and How to Promote It

One excellent way to promote camaraderie, to get campers involved from the very beginning, to ward off homesickness even before it begins, is with lots of cabin spirit.

- 1) Create a cabin yell or chant and repeat it often (in the dining hall, walking to campfire, on the bus, etc.)
-when you are singing in the dining hall, please refrain from pounding on the tables; also, make sure your campers are still getting a chance to eat!
- 2) Make up a secret handshake or hand sign
- 3) Make up a cabin song
- 4) Take pride in a clean cabin. Work together to keep things clean and decorate the cabin

Please remember to keep all cabin spirit positive (not putting down or getting overly competitive with other groups). Spirit beads are given out each day at dinner to the cabin with the most spirit.

Listening to Kids Effectively

As counselors, a huge part of your job is listening to campers. We believe that children need, want, and should be heard by adults. Many of our campers will enjoy having an adult taking such a keen interest in their lives and their feelings as we ask of you. Initially, these campers may be hesitant to talk until they feel that you are (1) really hearing them and (2) really care about them.

Active listening is an important part of your job; it will be a skill that will serve you well this summer and for the rest of your lives. Campers will feel validated when they know that you care about how they feel and what they think. For campers, your ability to listen makes it easier for them to talk with you. By talking with you (and with

your encouragement), they can practice talking about their feelings. This is not automatic—one of the big steps in growing up is learning to express feelings. When kids can talk about their feelings, they will be less likely to act their feelings out in behaviors. If a camper is feeling upset or angry, wouldn't you prefer that they verbalize their feelings rather than act them out in a negative way? Of course, so here are some ways that you can help them:

WAYS TO LET CHILDREN KNOW THAT YOU ARE LISTENING

- Most importantly, *stop talking!* You can't listen effectively if you are talking.
- Be genuinely interested in what they are saying.
- Use body language to your advantage – make eye contact, get down on their level, lean forward, mirror their position.
- Concentrate so you can understand what the camper is saying and how he/she feels.
- Ask clarifying questions that repeat some of the statements made by the camper

METHODS FOR ENCOURAGING CONVERSATION WITH CAMPERS

- **ACKNOWLEDGE AND ENCOURAGE FEELINGS.** Let campers know that you understand what they are saying.
- **EXAMINE.** Help campers to explore their options or other problem-solving opportunities.
- **AFFIRM.** Give lots of positive feed-back to the campers for expressing their feelings!
- **FOLLOW UP.** Check back after a while; make sure things are going better.

Diversity Acceptance

We promise our campers' parents that our staff will be healthy, positive role models and it is important that we keep this promise. Here's a good rule of thumb: if you are talking with a camper about something that would make you uncomfortable if his/her parent overheard, then you should not be talking about it. It is always appropriate to say to a camper "I'm not comfortable talking about this" or come to a director for help. One thing to remember is that personal values are part of a belief system, and there are different ways to look at everything. We need to be tolerant of the perspectives, experiences and opinions of others. This information is not designed to give you a script to follow on sensitive issues, rather, it will give you an awareness of the different ways we see things. Some of these issues include, but are not limited to: Smoking, drugs, sexuality, body piercings, tattoos, dating, cults, religion, divorce, personal lives of staff, ghosts, politics, and anything else that could be controversial.

Tips on Discipline

1. Avoid disciplining kids in front of their peers.
2. Avoid put downs and shouting contests.
3. Deal with discipline problems on a one-to-one basis.
4. Teach campers peacemaking skills – sharing how they feel and problem solving solutions
5. Look beyond behavior to what is its cause.
6. Establish rules ahead of time.
7. Remain calm. Stay in control.
8. Retain your sense of humor. Try to see the humor in what is going on.
9. Reward good behavior.
10. Give kids the opportunity to blow off steam at times.
11. Learn to "roll with the punches"; shift gears when necessary.
12. Use positive peer pressure to its best advantage.
13. You may need to change your expectations; let kids be kids.

Peacemaking skills

Camp Odayin is a very respectful place and rarely do we have to deal with campers in conflict. In the event this does arise, the following peacemaking steps (taken from Nomi Drew, MS) can be used. If you would like additional support to help the camper resolve the conflict, please connect with the Camp Director or Program Director and they can assist you

Step 1: Cool off. Conflicts can't be solved in the face of hot emotions. Take a step back, breathe deep, and gain some emotional distance before trying to talk things out.

Step 2: Tell what's bothering you using "I messages." "I messages" are a tool for expressing how we feel without attacking or blaming. By starting from "I" we take responsibility for the way we perceive the problem.

Step 3: Each person restates what they heard the other person say. Reflective listening demonstrates that we care enough to hear the other person out, rather than just focusing on our own point of view. It actually fosters empathy.

Step 4: Take responsibility. In the majority of conflicts, both parties have some degree of responsibility. However, most of us tend to blame rather than looking at our own role in the problem. When we take responsibility we shift the conflict into an entirely different gear, one where resolution is possible.

Step 5: Brainstorm solutions and come up with one that satisfies both people. Resolving conflicts is a creative act. There are many solutions to a single problem. The key is a willingness to seek compromises.

Step 6: Affirm, forgive, or thank.

A handshake, hug, or kind word gives closure to the resolution of conflicts. Forgiveness is the highest form of closure.

Useful Interventions for Helping Homesick Campers

Adapted from Myrna Pravada, RN, MS

1. Help your campers adapt to camp environment and camp routine. Don't ignore the child who has been to camp before.
2. Review schedules and tell your campers what is happening next. Children thrive on routine.
3. Give your homesick campers extra attention.
4. Acknowledge and validate the camper's feelings. Children need permission to express feelings.
5. Share your own experience with homesickness in a positive way.
6. It is okay to talk about home, Mom, Dad, and family. At the end of discussion, bring your campers back to upcoming camp events.
7. Encourage campers to socialize with others; facilitate friendships with another camper or buddy.
8. Conduct a group discussion on the normal feelings everyone has when coming to camp.
9. Have campers write home (and tell their families about the fun parts of camp). They are never allowed to call home, this invariably worsens homesickness.
10. Get the campers involved in an enjoyable activity.
11. Use the camper's talents in the cabin; find something that only that child can do. Make the camper a "helper," or give him/ her a special job.
12. Encourage the camper to take one day at a time.
13. Do not ignore a child's physical complaints or shrug them off. Refer the camper to the nurse with your suspicions of homesickness; often all they need is a little "TLC."
14. Consult the nurse or camp director about the camper who has adjustment problems and is very homesick. A plan can be worked out to help the camper.
15. Give your camper a special job, make them in charge of something
16. Keep the camper with their cabin mates and involved in activities rather than pulling them out

It's going to be a
great week!